

---

**Posting Date:**

**MASSACHUSETTS TRIAL COURT**

Job Description and Qualifications  
for

**SUPERVISOR OF COURT PROBATION SERVICES**

*Application must be received by:*

**POSITION SUMMARY**

The Supervisor of Court Probation Services, under the direct supervision of the Deputy Commissioner, assists in the supervision of probation personnel throughout the Commonwealth. He/she is directly responsible for ensuring that chief probation officers and other probation personnel comply with existing statutes, policies and procedures. He/she serves as the liaison between the Office of the Commissioner of Probation and local probation departments, justices and clerks within the various court departments.

**MAJOR DUTIES**

Represents the Commissioner of Probation, as needed, on statewide boards, committees, tasks force, initiatives, advisory and conference groups.

Is a liaison between the Commissioner of Probation and the local probation offices, court personnel, community correction centers, the law enforcement community, and external service providers.

Assists in the development and implementation of operational procedures for the Massachusetts Probation Service.

Directly supervises Probation Officer(s) In Charge and the overall probation functions at community correction centers statewide.

Provides technical assistance to the local probation offices and community correction centers in areas that include training, program development, probation standards, community supervision, electronic monitoring, computer technology, management of information systems, fiscal matters and personnel issues.

Performs teaching, administrative duties and other functions as assigned by the Division Director.

Conducts on-site evaluative audits of local office for adherence to Trial Court and Office of the Commissioner of Probation Standards and Policies, and prepares written reports regarding compliance.

Assists in the hiring process of Chief Probation Officer, First Assistant Chief Officer, Assistant Chief Probation Officer, Probation Officer In Charge, Probation Officer, Associate Probation Officer and other positions as assigned by the Commissioner of Probation.

Conducts regular meetings with the Chief Probation Officers and Assistant Chief Probation Officers.

Advises Chief Probation Officers on issues relating to Collective Bargaining, and the grievance procedures.

Assists in and/or conducts investigations into disciplinary matters at the local offices and Community Correction Centers.

May serve as the Step 2 arbitrator in grievance hearings.

## **POSITION REQUIREMENTS**

### **LINE EXPERIENCE**

A minimum of five (5) years full-time experience in Probation.

### **MANAGERIAL/ADMINISTRATIVE EXPERIENCE**

A minimum of two (2) years of full-time management/administrative experience.

### **EDUCATION**

A graduate degree in behavioral sciences, education, computer information systems, administration, management, law or criminal justice.

### **NOTE**

A total of five (5) years full-time experience as a probation officer in the Massachusetts Probation Service may be substituted for the combination of line experience and education requirements as described above.

## **SALARY RANGE: Senior Management, Tier 2**

Completed applications should be forwarded to:

**Office of the Commissioner of Probation  
One Ashburton Place, Room 405  
Boston, Massachusetts 02108  
ATTN: Personnel Department**

**AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**